

2014 Enrollment Agreement – Graphic Design

Name: _____	Social Security #: _____
Program: Graphic Design	Date of Agreement: _____
Program Semester Credits: 60	Program Start Date: _____
Credits Required for Graduation: 60	Application Fee: \$50.00
Program Length: 64 weeks over 21 Calendar months	Tuition Deposit: \$100.00 (Applied to tuition)
Contact Hours: 1536	Confirmation Deposit: \$100.00 (Applied to tuition)
Class Times: Mon-Fri 8:30 AM – 5:00 PM	Post High School Attendance? Y or N
Credential Awarded: Associate in Specialized Technology Degree	

Terms of Payment – Full Time Students

Tuition: In consideration of Antonelli Institute's acceptance of my application, I agree to pay a total tuition of \$37,560 in four semester payments of \$9,390 or according to a mutually agreed upon plan.

Textbooks & Subscription Software: Textbook costs will vary significantly, depending upon the courses being taken each semester, whether textbooks are purchased new or used, and from whom the textbooks are purchased. The required textbooks will be disclosed in advance of each semester and the bookstore will offer a pre-ordering service to purchase new textbooks. The current estimate for textbooks for the entire program of study, if purchased unused, total approximately \$375 for the program specific textbooks for the Graphic Design program of study; students are encouraged to find used textbooks from alternative sources before the start of each course. General education textbooks with an unused cost of approximately \$650 are loaned to the student. The subscription software for Graphic Design Students, which must be purchased just prior to the 1st Semester, costs approximately \$385 per year for a total program cost of \$770. Textbook and subscription software costs will not be considered institutional charges and students may elect to purchase textbooks outside of the school store. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

Kit & Supply Costs: Students are expected to purchase supplies to accomplish their class assignments; such costs generally will be relatively higher during the earlier and later weeks of each semester and will vary among students. In addition, students are expected to purchase kits before certain semesters that will contain equipment and supplies expected to be used during subsequent semesters; such equipment also is expected to be used after the student graduates. It is expected that, for the Graphic Design program of study, (a) supply costs will total approximately \$175 for the first academic year and approximately \$325 for the second academic year; (b) the cost of a laptop with required software and warranty meeting the minimum requirements will range from \$1,400-\$2,150; and (c) the sole kit to be purchased before the first semester, will total approximately \$375. Supply, laptop and kit costs will not be considered institutional charges and students may elect to purchase all outside of the school store.

Residence Facilities: If the student wishes to use the residence facilities provided by the school, a separate agreement shall be entered into for that purpose.

Terms of Payment – Part Time Students

In the event that a student is scheduled for less than the full course load in a semester, the charges may be adjusted. Students registered for 12 or more credits in a semester will be charged the regular full time semester rate outlined

above. Students registered for less than 12 credits in a semester will be charged a rate of \$783 per credit for tuition. Textbook, equipment & supply costs will vary depending upon the particular course(s) selected.

Method of Payment

Financial aid funds are applied to school costs in accordance with state and federal regulations. If a plan contains financial aid proceeds, the school understands that delivery of funds may be delayed due to funding source disbursement schedules. In order for the school to accept a financial plan, the student must comply with all program requirements for funding and respond timely to any requests for additional information.

The application fee should accompany this enrollment agreement and must be received before an application will be considered for acceptance. You will receive written notice of the acceptance decision. If you are not accepted, you will receive a full refund of all money paid and this agreement will be terminated. If accepted, the enrollment deposit is due within 30 days of your acceptance. The deposit is applied in full to tuition charges when the student starts and must be made prior to starting classes. No refund of the application fee or enrollment deposit will be made if a student is accepted and does not begin attendance. The only exception is for students who have not visited the school. Students will have three days from the date of their first visit to the school to request a full refund of all monies paid.

Cancellation and Refund Policy Before Starting School

The application fee and deposits are fully refundable if the student requests cancellation in writing within 5 calendar days after signing the enrollment agreement. If the request is made verbally, the student should confirm the request for cancellation in writing within the next five (5) calendar days. The school will retain the entire fee after 5 calendar days or after 10 calendar days absent written confirmation. If the applicant is under 18 years of age, a parent or guardian should sign the cancellation request. The tuition deposit is non-refundable if the student cancels the enrollment agreement more than 30 days after the student is accepted. \$50.00 of the confirmation deposit is non-refundable if the student cancels the enrollment agreement more than 30 days after the student attended a financial planning session. Applicants who have not visited the school may request cancellation within three business days after orientation or the program start date and will receive a full refund of all monies paid. As noted above, applicants who are not accepted for admission will also receive a full refund of all monies paid.

Refund Policy After Starting School

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance (LDA) and shall be made within 30 days of the last day of attendance. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Students who withdraw or who are dismissed during a semester may be refunded a portion of the tuition charged. The minimum refund amount will be governed by standards published by the state of Pennsylvania. The expected amount of the refund is illustrated by the table below:

<u>LDA in Semester</u>	<u>% Refund</u>
Within first 7 calendar days	100%
After first 7 calendar days through first 25%	55%
After 25% through 50%	30%
After 50%	None

The percentage of the semester is determined by dividing the number of calendar days through the last day of attendance by the number of calendar days in the semester. If a student does not begin attendance in a semester,

there will be no tuition charge for that semester.

Please note that many financial aid sources have specific policies and required calculations for returning funds if a student withdraws. Examples of refund calculations and return of funds calculations are available upon request from the financial aid department. These returns must be made even if it will result in an outstanding balance due from the student.

Withdrawal and Termination Miscellaneous

If a student voluntarily terminates his/her association with the school, the effective date of the withdrawal shall be the later of the date the student notifies the school or the school determines that the student has ceased attendance. The school may also terminate a student's enrollment. Examples of situations in which the school would initiate the termination include but are not limited to:

- Non-compliance with school's rules and regulations, including misconduct
- Failure to maintain satisfactory academic progress
- Failure to pay tuition on the schedule mutually agreed upon

Graduation and Career Services Assistance

In order for students to graduate they must meet the graduation requirements outlined in the school catalog. These requirements include: successfully completing the minimum number of credits required for graduation in your program, attaining a minimum cumulative GPA of 2.00, passing all coursework in the program (unless credit was given for transfer or advanced placement) and satisfying all financial obligations to the school. Graduates will be awarded an Associate Degree in Specialized Technology as graduates of the Photography program.

Career Placement Assistance is offered to all graduates without charge throughout their professional career. While we strive to assist all students in attaining satisfying career opportunities, **THIS IS NOT A GUARANTEE OF EMPLOYMENT.**

Miscellaneous

The applicant understands that the school may discontinue or delay offering a class or starting a program at its discretion. In the event that the program start date is delayed or canceled, the school will refund all monies paid to applicants who chose to withdraw their application. Additionally, course content, materials, or schedules are subject to change at the discretion of the school.

In the event the applicant has questions or concerns about the enrollment process or this agreement which cannot be resolved through the admissions representative, the student should contact the Director of the school. The school is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333 (<http://www.education.state.pa.us>). Questions or concerns not satisfactorily resolved by the school's administration may be brought to the board's attention.

I hereby acknowledge that I have received and read a copy of this agreement, the refund policy, the school catalog, and a statement of the tuition, fees and other charges. This agreement is not binding until signed and accepted by the school and myself.

_____/_____
Parent/Guardian Signature and Date if under age 18

_____/_____
Applicant Signature and Date

Accepted for consideration by authorized school official: _____/_____
Official's Signature and Date